



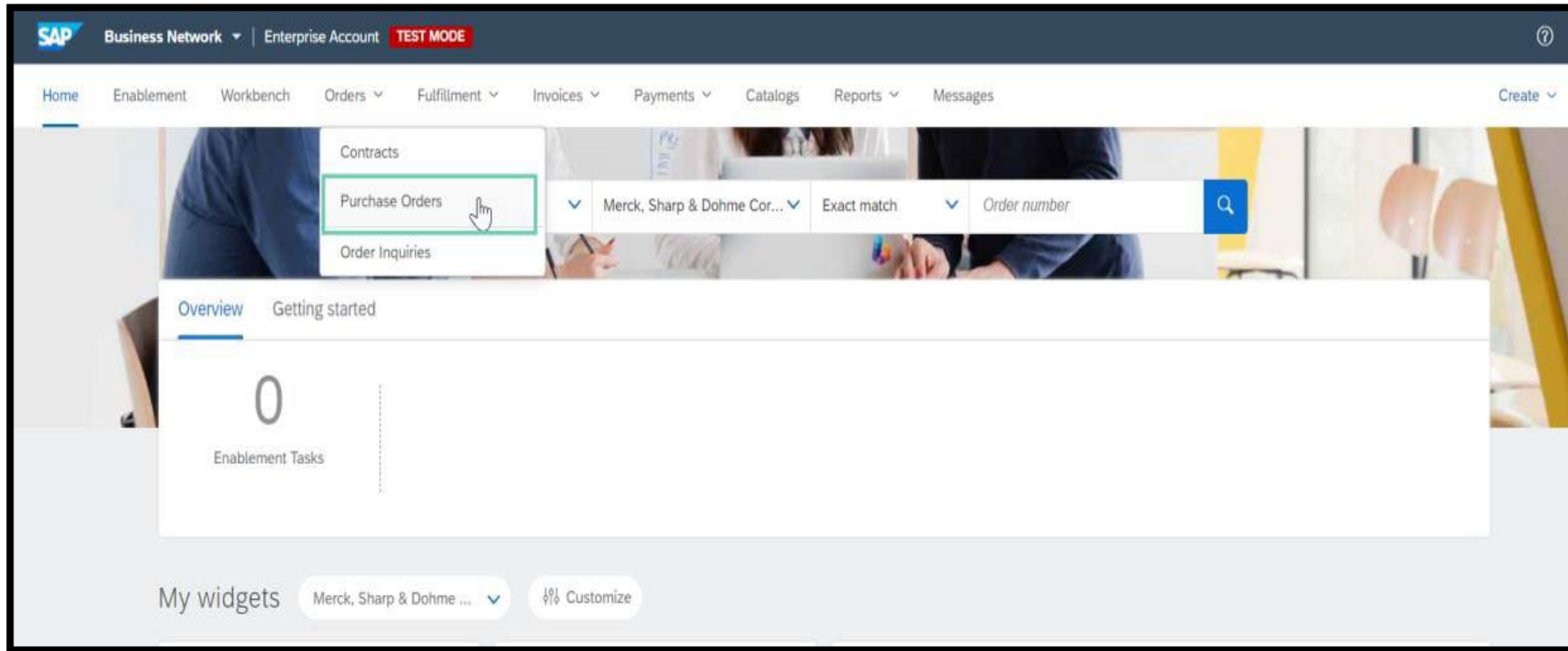
# 如何在 Ariba Network 中提交 發票

供應商

# 依據採購訂單建立標準發票

## 在 Ariba Network 中建立發票

1. 使用以下連結登錄 Ariba Network : <https://service.ariba.com/Supplier.aw/>
2. 要搜尋採購訂單 (對於標準帳戶使用者：找到您信箱中的 PO 部分，並點擊 Process Order [處理訂單])
  - i. 點擊 Orders (訂單)，選擇 Purchase Orders (採購訂單)



# 依據採購訂單建立標準發票

## 3. 點擊 Actions > Standard Invoice (行動 > 標準發票)

The screenshot displays the SAP Business Network interface. At the top, the navigation bar includes 'Business Network', 'Enterprise Account', and 'TEST MODE'. Below this, a secondary navigation bar lists various sections: Home, Enablement, Workbench, Orders (selected), Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. The main content area is titled 'Purchase Orders' and features tabs for 'Purchase Orders', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A yellow warning banner states: 'This page will be replaced with our new Workbench concept soon. Try the new Workbench'. Below the banner is a 'Search Filters' section. The main table, titled 'Purchase Orders (9)', contains the following data:

| Type  | Order Number | Ver | Customer                          | Inquiries | Ship To Address  | Ordering Address | Amount          | Date       | Order Status       | Settlement | Amount      | Actions   |
|-------|--------------|-----|-----------------------------------|-----------|--|------------------|-----------------|------------|--------------------|------------|-------------|-----------|
| Order | 8200061083   | 1   | Merck, Sharp & Dohme Corp. - TEST |           | Merck Sharp & Dohme Comercializadora, S. de R.L. de C.V. México, DF Mexico | Not Specified    | \$80,000.00 MXN | 2 Feb 2022 | Partially Invoiced | Invoice    | \$10,000.00 | Actions - |

An 'Actions' dropdown menu is open over the first row, listing the following options: Confirm Entire Order, Update Line Items, Reject Entire Order, Ship Notice, Standard Invoice (highlighted with a green box), Credit Memo, Line Item Credit Memo, Line Item Debit Memo, and Hide. The 'Standard Invoice' option is the target of the instruction in the slide.

# 依據採購訂單建立標準發票

4. 發票會自動預先填入 PO 資料。填寫標有星號的所有欄位，並在適用的情況下新增稅費。

Create Invoice Update Save Exit Next

▼ Invoice Header \* Indicates required field Add to Header ▼

**Summary**

|                             |  |                                     |
|-----------------------------|--|-------------------------------------|
| Purchase Order: 8200220779  | Subtotal: \$1,500.00 AUD                 | <a href="#">View/Edit Addresses</a> |
| Invoice #: *                | Total Tax: \$0.00 AUD                    |                                     |
| Invoice Date: * 29 Sep 2022 | Total Amount without Tax: \$1,500.00 AUD |                                     |
| Service Description:        | Amount Due: \$1,500.00 AUD               |                                     |
| Remit To:                   |  |                                     |
| Bill To: France             |  |                                     |

# 依據採購訂單建立標準發票

## 抬頭資訊

5. 輸入發票編號，這是您識別發票的唯一號碼。發票日期將自動填入，您可以修改發票日期，但不能倒填至超過 30 天前
6. 選擇正確的匯款地址（如果在設置過程中配置了多個地址）。

▼ Invoice Header \* Indicates required field [Add to Header](#) ▼

---

**Summary**

|   |  |
|---|--|
| Purchase Order: 8200220779                              | Subtotal: <b>\$1,500.00 AUD</b>          |
| Invoice #:* <input type="text" value="Testing"/>        | Total Tax: \$0.00 AUD                    |
| Invoice Date:* <input type="text" value="29 Sep 2022"/> | Total Amount without Tax: \$1,500.00 AUD |
| Service Description: <input type="text"/>               | Amount Due: <b>\$1,500.00 AUD</b>        |
| Remit To: <input type="text"/>                          |  |
| Bill To: <input type="text" value="France"/>            |  |

---

**Shipping**

Header level shipping ⓘ  Line level shipping ⓘ

|                                 |                                  |                                     |
|---------------------------------|----------------------------------|-------------------------------------|
| Ship From: <input type="text"/> | Ship To: <input type="text"/>    | <a href="#">View/Edit Addresses</a> |
|                                 | Deliver To: <input type="text"/> |                                     |

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

# 依據採購訂單建立標準發票

## 抬頭資訊

7. 供應商稅號是您公司的註冊稅號，客戶稅號是 MSD 的稅號（此資訊可在您從 MSD 收到的採購訂單抬頭欄位中找到）
8. 選擇適當的單選按鈕，可以在抬頭級和細目級輸入稅費和運送。點擊 Add to Header（添加到抬頭）將附加資訊新增到發票，包括備註、附件（最大 10 MB）。\*如果運送成本需要繳稅，請在抬頭級而不是 PO 細目級新增運送成本和運送稅\*

| Supplier VAT   | Customer VAT  |
|--|---|
| Supplier VAT/Tax ID:* <input type="text" value="Your Company Tax ID"/> | Customer VAT/Tax ID:* <input type="text" value="MSD Tax ID"/> |

Tax ⓘ

Header level tax ⓘ
  Line level tax ⓘ

Category:\*

Location:

Description:

Regime:

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Exempt Detail:

# 依據採購訂單建立標準發票

## 細目級資訊

8. 根據需要審核或更新 Quantity（數量）。根據客戶的交易規則，某些欄位可能會變灰。
9. 要從發票中排除某個細目，請點擊該細目的綠色滑塊，或透過選擇該細目並點擊 Delete（刪除）來刪除該細目。您可以稍後產生另一張發票，為該細目開立帳單。

Line Items 3 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount Add to Included Lines

| <input type="checkbox"/>                       | No. | Include                             | Type     | Part #               | Description                          | Customer Part #      | Quantity                         | Unit | Unit Price | Subtotal     |
|--|-----|-------------------------------------|----------|----------------------|--------------------------------------|----------------------|----------------------------------|------|------------|--------------|
| <input checked="" type="checkbox"/>            | 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available        | Legal Service for Team Event YR 2022 |                      | 0                                | EA   | \$1 AUD    | \$0 AUD      |
| <i>Excluded line items cannot be modified.</i> |     |                                     |          |                      |                                      |                      |                                  |      |            |              |
| <input type="checkbox"/>                       | No. | Include                             | Type     | Part #               | Description                          | Customer Part #      | Quantity                         | Unit | Unit Price | Subtotal     |
| <input type="checkbox"/>                       | 2   | <input type="checkbox"/>            | MATERIAL | <input type="text"/> | Legal Service for Team Event YR 2022 | <input type="text"/> | <input type="text" value="500"/> | EA   | \$1 AUD    | \$500.00 AUD |

Additional Fields status:

↳ Line Item Actions ▼ Delete

# 依據採購訂單建立標準發票

## 細目級資訊


10. 若您需要新增稅費，您可以：

- i. 選擇細目，點擊 Line Item Actions（細目動作），然後點擊 Tax（稅費）。稅費子細目將出現在每個選定細目下方。
- ii. 或者使用位於頂部的 Tax Category（稅費類別）下拉式選單從顯示的選項中選擇條目，然後點擊 Add to Included Lines（新增到包括的細目中），將選定的稅率應用於所有啟用了綠色滑塊的細目。

\*請務必為賬單選擇正確的稅種/稅別。如果選錯，MSD 將拒絕支付您的發票。

| No.                                 | Include                  | Type     | Part # | Description                          | Customer Part # | Quantity | Unit | Unit Price | Subtotal     |
|-------------------------------------|--------------------------|----------|--------|--------------------------------------|-----------------|----------|------|------------|--------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | MATERIAL |        | Legal Service for Team Event YR 2022 |                 | 500      | EA   | \$1 AUD    | \$500.00 AUD |


Additional Fields      status:

↳   

↳

Add

- Tax
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Allowance
- Charge
- Comments
- Attachment

 © company. All rights reserved.

Line Items 3 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category:    Shipping Documents  Special Handling  Discount



# 依據採購訂單建立標準發票

## 其他細目級資訊

- 要在單個細目級新增備註，請選擇相關細目，然後點擊 Line Item Actions > Comments（細目動作 > 備註）
- 要在單個細目級新增附件，請選擇相關細目，然後點擊 Line Item Actions > Attachment（細目動作 > 附件）

| No.                                 | Include | Type                     | Part #   | Description          | Customer Part #                      | Quantity             | Unit | Unit Price | Subtotal |              |
|-------------------------------------|---------|--------------------------|----------|----------------------|--------------------------------------|----------------------|------|------------|----------|--------------|
| <input checked="" type="checkbox"/> | 3       | <input type="checkbox"/> | MATERIAL | <input type="text"/> | Legal Service for Team Event YR 2022 | <input type="text"/> | 500  | EA         | \$1 AUD  | \$500.00 AUD |

Additional Fields      status:

↳

Add

- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Allowance
- Charge
- Comments
- Attachment

SAP ©      company. All rights reserved.      [Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)

# 依據採購訂單建立標準發票

## 審核與提交

- 發票建立完成後，點擊 Update（更新）重新整理發票資料，然後選擇 Next（下一步）以繼續（您可以在頁面頂部或底部找到）。如果有任何錯誤，將會顯示一個紅色的通知，其中的資訊必須更正。您必須解決錯誤，才能繼續操作。
- 在 Review（審核）頁面上，審核發票是否準確。向下捲動頁面，檢視所有細目詳細資訊和發票總額。
  - 如果不需要變更，請點擊 **Submit**（提交），將發票傳送給您的買方。
  - 如果需要變更，請點擊 **Previous**（上一步）返回到上一畫面。

或者，您可以在發票建立過程中隨時儲存發票，以便稍後處理。您可以從 Invoices > Drafts（發票 > 草稿）中選擇已儲存的發票，繼續處理發票

Create Invoice

Create Invoice **Review Page (審核頁面)** Previous Save Submit Exit

Update Save Exit Next

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:Namibia. The document's destination country is:Australia.

Standard Invoice

|   |  |
|---|--|
| Invoice Number: TESTING                               | Subtotal: \$1,000.00 AUD                 |
| Invoice Date: Thursday 29 Sep 2022 11:48 AM GMT+08:00 | Total Tax: \$50.00 AUD                   |
| Original Purchase Order: 8200220779                   | Total Amount without Tax: \$1,000.00 AUD |
|   | Amount Due: \$1,050.00 AUD               |

REMIT TO: France

BILL TO: France  
Phone (work): +61 (908) 4231000

SUPPLIER: France

BILL FROM:

CUSTOMER:

MSD 10

# 建立細目貸項通知單

如果自動批准的發票存在問題，供應商必須核發貸項通知單，並且必須提交載有正確資訊的新發票。貸項通知單將被自動批准，如果供應商提交了貸項通知單，申請者將收到通知。

1. 點擊 Invoices（發票）索引標籤。
2. 選擇您之前建立的發票。
3. 在 Invoice（發票）畫面上點擊 Create Line-Item Credit Memo（建立細目貸項通知單）按鈕。
4. 填寫表單資訊（金額和稅費將自動為負數）。確保所有標有星號（\*）的必填欄位都已填寫。
5. 點擊 Next > Review Credit Memo > Submit（下一步 > 審核貸項通知單 > 提交）。

The screenshot displays a software interface with a navigation bar at the top containing: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and a 'Create' button. A notification banner at the top reads: "Need to customize your view of the data? Create your own tiles, save filters, and share them with others. Go to Workbench".

The main content area is titled "Invoices" and features a summary row with large numbers: 28, 8, 0, 3, and 14. Below this is a table of invoices:

| Invoice ID    | Supplier                          | Invoice Number | Date         | Amount          | Status       | Approval | Actions |
|---------------|-----------------------------------|----------------|--------------|-----------------|--------------|----------|---------|
| AG1           | Merck, Sharp & Dohme Corp. - TEST | 8200220525     | Sep 22, 2022 | \$10,400.00 AUD | Acknowledged | Approved | ...     |
| TESTING 1     | Merck, Sharp & Dohme Corp. - TEST | 8200220609     | Sep 21, 2022 | \$51,000.00 AUD | Acknowledged | Sent     | ...     |
| LEGALTESTING1 | Merck, Sharp & Dohme Corp. - TEST | 8200220609     | Sep 14, 2022 | \$50,000.00 AUD | Acknowledged | Approved | ...     |
| DEMO_1409     | Merck, Sharp & Dohme Corp. - TEST | 8200220599     | Sep 13, 2022 | \$200.00 AUD    | Acknowledged | Approved | ...     |

A context menu is open over the first row (AG1), showing the following options: "Create line-item credit memo" (highlighted in yellow), "Create line-item debit memo", "Edit", and "Copy".



謝謝